

<b>CLASSIFICATION QUESTIONNAIRE</b> S.F. 570 (Rev. 5/85)				1. AGENCY NAME		2. POSITION NO.	
3. EMPLOYEE'S NAME (Last, First, Initial)			PHONE NO	4. SUBMITTED BY <input type="checkbox"/> AGENCY <input type="checkbox"/> EMPLOYEE		5. POSITION ACTION NO.	
6. DIVISION/INSTITUTION/SECTION/UNIT			MAIL STOP	7. SUBMITTED FOR <input type="checkbox"/> UPDATE <input type="checkbox"/> REALLOCATION <input type="checkbox"/> ESTABLISHMENT <input type="checkbox"/> OTHER			
8. IMMEDIATE SUPERVISOR'S NAME			PHONE NO.	IMMEDIATE SUPERVISOR'S CLASS TITLE			
9. PRESENT CLASS TITLE			CLASS CODE	PROPOSED CLASS TITLE			CLASS CODE
10. WORKING TITLE (If different than class title) <b>LPN Outreach Nurse</b>				14. CLASS TITLE			CLASS CODE
11. EMPLOYMENT, With Dept. YEARS MONTHS		WITH PRESENT DUTIES YEARS MONTHS		12. HRS OF WORK <b>M-F, 8-5</b>	15. EFFECTIVE DATE	16. WORK WEEK DESIGNATION	17. PAY RANGE
13. LOCATION OF EMPLOYMENT <b>Yakima, WA</b>					18. AUDITED BY	19. DATE	20. REVIEWED BY
22. % OF TIME <input type="checkbox"/> DAY <input type="checkbox"/> WK <input type="checkbox"/> MO. <input checked="" type="checkbox"/> YR	23. EMPLOYEE'S STATEMENT OF DUTIES READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS SECTION. LIST THOSE DUTIES WHICH OCCUPY MOST OF YOUR TIME. UNDERLINE YOUR MOST RESPONSIBLE DUTY.						
25%	<p><b><u>ESSENTIAL FUNCTIONS</u></b></p> <p><b>Incumbent provides Bilingual health care information and referral services to the migrant workers population</b></p> <p>The bilingual incumbent provides health care information and referral services to migrant populations in Eastern Washington. Position is sedentary in nature, and requires the incumbent to work in private and confidential settings, have clear and expressive communication skills, and ability to understand and recall written or verbal communications in English and Spanish. Incumbent must be able to interact effectively with the public and co-workers in person. Position requires independent decision-making. Productivity requirements include maintaining expert level understanding of diverse cultures/populations, ability to communicate health information effectively in Spanish and English, and maintain proper professional credentials as set forth by the national Center for Disease Control (CDC). Position requires incumbent to travel frequently throughout the year, including inclement weather conditions. Person must be willing to work in environments with a broad range of health and safety issues.</p> <p>* Must comply with internal policy and procedures governing work place conduct.</p>						

**EMPLOYEE'S STATEMENT (Cont'd.)**

24. EMPLOYEES WITHIN THE AGENCY WHOSE DUTIES ARE THE SAME (Name) A. B. C.	CLASSIFICATION TITLE	WORKING TITLE
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25. UNITS SUPERVISED (if applicable), NO. OF EMPLOYEES IN EACH, ALSO ATTACH 8-1/2" x 11" ORGANIZATION CHART

26. SUBORDINATE EMPLOYEES REPORTING DIRECTLY TO THIS POSITION-HIGHEST PAY RANGE FIRST.

NAME OR NUMBER A. B. C. D.	CLASSIFICATION TITLE	WORKING TITLE
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E. (Number) ADDITIONAL EMPLOYEES REPORTING DIRECTLY TO THIS POSITION

N/A

27. OFFICE MACHINES, EQUIPMENT, TOOLS, MOTOR VEHICLES, ETC. OPERATED ON JOB, PERCENT OF TIME

Typical tools used include computer, typewriter, copier, FAX, printer, telephone, and personal vehicle

28. ADDITIONAL COMPENSATION (ROOM, BOARD, LAUNDRY, CLOTHES, ETC.) RECEIVED IN ADDITION TO CASH SALARY

I CERTIFY THAT THE STATEMENTS CONTAINED HEREIN ARE MY OWN AND ARE ACCURATE AND COMPLETE.	29. SIGNATURE OF EMPLOYEE	30. DATE
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**IMMEDIATE SUPERVISOR'S STATEMENT**31. ☐ AGREE ☐ DISAGREE WITH EMPLOYEE'S STATEMENTS. EXPLAIN (Attach Additional Sheets, if Needed)32. ☐ AGREE ☐ DISAGREE WITH EMPLOYEE'S STATEMENT AS TO MOST RESPONSIBLE DUTY (ITEM 23). EXPLAIN.

33. SUPERVISION REQUIRED BY POSITION

☐ CLOSE, DETAILED ☐ SPOT check BASIS ONLY ☒ LITTLE-EMPLOYEE RESPONSIBLE FOR DEVISING OWN WORK METHODS ☐ OTHER EXPLAIN ITEM CHECKED.

Must maintain proper professional credentials as set forth by national CDC.

34. EDUCATION REQUIRED BY POSITION

☐ LESS THAN HIGH SCHOOL ☐ HIGH SCHOOL GRADUATION ☒ SOME COLLEGE, NO. OF YEARS REQ'D ☐ COLLEGE GRADUATION ☐ GRADUATE STUDY DEGREE (KIND) MAJOR

35. EXPERIENCE REQUIRED BY POSITION (KIND AND LENGTH OF TIME)

3 years LPN Nursing experience

36. SPECIAL KNOWLEDGE, SKILLS, LANGUAGE, LICENSE, CERTIFICATE, ETC. REQUIRED BY POSITION

Nursing License Certification Level II, Valid WSDL, Auto Insurance

37. SIGNATURE OF IMMEDIATE SUPERVISOR	38. TITLE	39. DATE
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**DEPARTMENT HEAD'S STATEMENT**40. COMMENTS AS TO ACCURACY AND COMPLETENESS OF STATEMENTS BY EMPLOYEE AND IMMEDIATE SUPERVISOR.  
(Attach Additional Sheets if Necessary)41. ☒ AGREE ☐ DISAGREE WITH STATEMENTS IN ITEMS 34, 35 AND 36. COMMENT

42. SIGNATURE OF DEPARTMENT HEAD OR DESIGNEE	43. TITLE	44. DATE
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